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HALIFAX NAVAL YARD.

GENERAL REGULATIONS.

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"BELLEROPHON" AT BERMUDA,

20th APRIL, 1877.

MEMO:

By the authority vested in me, I hereby require and direct you, and all other persons belonging to Her Majesty's Naval Establishments at Halifax, strictly to conform to and obey the several instructions herein contained.

Vice-Admiral and Commander-in-Chief.

To

The Naval and Victualling Storekeeper and Accountant, and the respective Officers and others of Her Majesty's Naval Establishment, at Halifax.

General Instructions for the Guidance of the Engineer in charge of the Factory and borne for Service in Yard Craft, No. 3; of the Boatswain Performing the Duties of Boatswain of the Yard; of the Carpenter Performing the Duties of Foreman of Shipwrights; and of the Foreman of Works.

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1. They are to be constant in their attention to their duty at all times when required, whether by day or by night; and where such provision has been made, making the houses allotted to them their constant residences, they are not to be absent for a day, or for any less period, without the knowledge and consent of the Naval Storekeeper.

2. They are invariably to be present when the people are mustered into the Yard, except when sick or absent on duty, in which case this and all other duties specially devolving on them, are to be performed by their respective leading or senior men as the case may be.

3. They will receive daily from the Naval Storekeeper such orders respecting the manner in which the men under them are to be employed on that or the following day, and for which purpose they are to attend at his office at 9.30 A. M., or at any other hour he may appoint, as may be found most convenient to the service.

4. They are to keep diaries or a daily account of the men under their superintendence, distinguishing the number employed on each service agreeably to the prescribed form, for the purpose of enabling them to make up the exact expense of workmanship on each separate ship or service, to be furnished to the Naval Storekeeper to be carried into his collection of expense books.

5. In the event of any workman sustaining a hurt in the performance of his duty, the Officer under whom he is employed is to furnish the Naval Storekeeper at once with a report of the circumstance, that proper steps may be taken to entitle him to compensation.

6. The Officers are responsible for the good order of the buildings, &c., placed under their care—an immediate report of any defects being made in writing to the Storekeeper—and when the Yard closes they are to see that the buildings, &c., have been properly closed up, and are left secure from accident by fire or any other cause, and report the same on Form H 188.

7. In the winter the Yard laborers from all departments, are when necessary to be united under the Boatswain of the Yard or the Foreman of Shipwrights as the Storekeeper shall direct, to clear away the snow both inside the Yard and along the wall outside, and if requisite to prevent the necessity of employing extra labour, the Yard artificers are to be employed on this work.

8. Leave of absence will be granted to any person provided his services can be spared, to be obtained by submission to the Naval Storekeeper by the respective Officers in the "Leave Book" for that purpose; but no artificer or workman shall be suffered to go out of the Yard during Dockyard hours without a pass, signed by his immediate Officer and countersigned by the Naval Storekeeper.

9. One hour's leave will be granted to workmen in cases of urgent family affairs, or to attend a funeral of a member of their family, or that of a fellow workman. A pass being obtained as above directed.

10. In the absence of the Naval and Victualling Storekeeper and Accountant, the first Clerk of the establishment is hereby authorized to carry out all the duties connected with the Yard which appertain to that officer.

11. In the event of fire the Officers will be guided by the regulations which have been issued for that purpose, and which are to be found exhibited in the workshops and at the gate.

12. In addition to the foregoing the Officers will carry into effect, so far as in their power, the spirit of the general instructions which have been issued by the Lords Commissioners of the Admiralty for their guidance, for the maintenance of good and proper discipline, and the avoidance of everything which may tend to the prejudice of the public service.

Additional Instructions for the Engineer in Charge of the Factory at Halifax Naval Yard, who is also Borne for Service in Yard Craft No. 3.

1. You are, under the directions of the Naval Storekeeper, to have charge of all machinery and engines in the Naval and Victualling Yards, as well as the care of the machinery of the cranes—and you are to consider yourself answerable for the conduct of all persons employed under you in your department.

2. You are to have under your supervision and control, the several supernumeraries borne for service in Yard Craft No. 3, and for service in the Yard who are directed to attend daily at the factory during the working hours of the Yard, to take up tickets provided for them in the Muster Gallery, and not to be absent without permission being obtained in the manner directed in my general instructions for your guidance.

3. You are periodically to examine and test all weigh-bridges and weighing machines, making immediate adjustment of any parts that may be found defective, and to have all weights and measures carefully compared with the standards kept in the Victualling Yard, and the differences adjusted, and twice a year in the presence of the Naval Storekeeper personally to see them examined; and the Superintendent of Stores' letter of 8th February, 1875, is in every other respect to be complied with.

4. You are to give your opinion on all matters referred to you by the Naval Storekeeper, for Survey and Report pertaining to your profession, and you are also generally to afford him such information as he is entitled to require.

5. You are to prepare the estimates for new machinery proposed annually, as well as those for the repairs and maintenance of the old,—and not later than the end of January in each year, you are to furnish the Naval Storekeeper for transmission to the Controller of the Navy on Form 155 H, your report of the working of engines and boilers for the past year.

Additional Instructions for the Boatswain Performing the Duties of Boatswain of Halifax Naval Yard.

1. You are, under the directions of the Naval Storekeeper, to have the charge of all the Moorings, Buoys, Yard Craft, Harbour Boats, Rigging House, Sail Loft, Flag Staffs and Wharfs, reporting any defects requiring repair, and you are to consider yourself answerable for the conduct of all persons employed in your department.

2. You are to keep a register of all Mooring and Buoy work in the book provided for that purpose, which book is to be kept in the Storekeeper's Office, and all entries are to be submitted to and approved by the Storekeeper.

3. You are to superintend the unloading of all stores which shall be brought to the Dockyard, and to see them carefully and expeditiously housed or stowed away, agreeably to the directions you may receive from the Naval Storekeeper relative thereto—and you are to attend to the loading of all stores which may be ordered to be shipped on board freight, or other vessels for England or elsewhere.

4. You are to visit all ships while in the delivery or receipt of cargoes. When such ships or vessels shall be clear, or the cargoes completed, you are carefully to examine them before they haul off, to see that no article of stores belonging to the Yard remain, or concealed on board, reporting the same to the Naval Storekeeper.

5. You are to take charge of all the Cranes, Crane Ropes, Slings and other articles belonging thereto, with the exception of the care of the machinery belonging thereto, which pertains to the Engineer in charge of the factory.

6. The Tank is never to be moved without the Tank-Master being on board, and she is to be refilled and placed at her Buoy or Moorings by the ship that has watered from her.

7. In addition to the above and to my general instructions you are to take for your guidance, and comply with the same, in so far as they relate to your present duties, the regulations laid down at page 33 of the Foreign Yard Instructions, for the governance of the master attendant.

Additional Instructions for the Carpenter Performing the Duties of Foreman of Shipwrights of Halifax Naval Yard.

1. You are, under the direction of the Naval Storekeeper, to have charge of the Smithery, Boathouses, and all Shops in which work is done by your department including that of the Fire Engines, and Yard Diving Dress, as respects their good order, reporting any defects requiring repair, and you are to consider yourself answerable for the conduct of all persons employed under you.

2. You are to superintend the unloading of all Timber and Masts, &c., from Contractors, and to receive only such as shall be found to be fit for the service, and according to the Contract or Agreement, under which they may be delivered, and to reject all such as are not in conformity therewith.

3. You are to take care that all Masts, Yards and Spars, &c., be properly stowed and secured from injury, and such means adopted for their preservation, by sinking them in the water, or otherwise, as may be determined upon on consultation with the Naval Storekeeper.

4. In addition to the above, and to my General Instructions, you are to take for your guidance, and comply with the same in so far as they relate to your present duties, the Regulations laid down at Page 39 of the Foreign Yard Instructions for the governance of "Master Shipwright."

Additional Instructions for the Foreman of Works of Halifax Naval Yard.

1. You are to have the charge of all Buildings, Walls, Fences, Wharves, Drains, &c., and also of all Repairs and New Works, and you are to prepare the Annual Estimates for all services in connection with Note 11, Director of Works Department.

2. You are to consider yourself answerable for the conduct of all persons employed in your Department, and for the proper and economical execution of all works, and you are to be careful in no case to exceed the sum allowed for Repairs and New Works without the sanction of the Storekeeper, and in no case are you to order any Stores without his authority.

3. In order that the several Works may be proceeded with immediately on the receipt of the Approved Estimates, you will submit a List of such Artificers and Laborers you may require to be hired for the purpose, to the Naval Storekeeper —and for all Works also which you may consider desirable to be performed by Contract, you are to submit Specifications and Tenders for his approval.

4. You are to render to the Storekeeper weekly an Account of the sums expended in the execution of each item of the Works.

5. You are to be responsible for the safe keeping of all Articles of Furniture in both the Officer's and Seamen's Barracks, as well as for the cleanliness of these Buildings while they are unoccupied, and you are otherwise to be governed by the Regulations contained in my Memo. of 18th Oct., 1872, during their occupancy.

6. You are also to exert yourself to fulfil not only the letter, but the spirit of these, and all other Instructions, which from time to time have been issued for the guidance of the Officers of the Yard.